

<b>Job Description</b>
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**JOB TITLE**

Superintendent III

**LAST UPDATE**

June 2010

**DIVISION***Operations***INCUMBENT****STATUS**

Exempt, Full-time position

**REPORTS TO**

Director of Field Operations

**OVERALL PURPOSE**

*To direct all field staff, subcontractors, materials and activities necessary to successfully complete a single project of varying complexity; and to work with the Construction Manager and /or SPM/PM as a team to produce a quality product on time, within the project budget, complying with safety standards and exceeding customers expectations.*

*If requested by Director of Field Operations, provide assessments and technical support to another project team.*

**ESSENTIAL FUNCTIONS**

*In addition to other duties as assigned by the employer, the responsibilities and qualifications of the Superintendent III to include the following:*

**Administrative Duties during Pre-Construction**

- Assisting in developing a project mobilization plan.
- Reviewing plans and specs with a particular emphasis on work to be self performed. Researching and recommending most efficient means, methods and techniques of performing work.
- Establishes a project responsibility matrix in conjunction with SPM/PM.
- Determine customer's expectations and critical project components.

**Supervising the Construction Phase**

- Plan and control all self performed activities with the Self Performing Manager. Coordinate field activities of subcontractors and suppliers. Implement safety policies and procedures.
- Establish and maintain harmonious labor relations among job site personnel.
- Interface with SPM/PM, subcontractors and vendors.
- Control and report on project progress with the SPM/PM.

- Review field costs with the Field Operations Manager.

**Supervising the close out phase**

- Work with project team to prepare punch list.
- Complete punch list items.

**During the tenure of the Project**

- In conjunction with the project team establish the project schedule.
- Develop and maintain good relationships with representatives of clients, architects and consultants.
- Supervise the procurement of field purchased items.
- Actively seek out ways to improve Company's processes and exceed the customer's expectations.
- Guide the professional development of all subordinate staff on the job site.
- Continually improve individual technical and administrative skills.
- Assume responsibility for safety, project quality, schedule, cost and self performed work.

**Additional Assignments**

- Provide guidance and suggestions to the project team, specifically the project superintendent.
- Provide summary of observations to the Director of Field Operations.
- Provide an assessment of the project to the PX or VP.

**Safety**

- Ensure safety is never compromised.
- Support Safety Committee participation.

**Pre-award phase****Support Functions**

- Insure pre-con or bid captain reviews prospective project with operations & safety team to identify high hazard operations (i.e. unique rigging, confined space, environmental, fall hazards, etc) not typical to Wohlsen's expertise of work.
- Inquire about any particulars concerning workers' comp, other insurance, & OSHA regulations by state which may impact bid price and subcontractor procurement when pursuing work in new states.
- Develop project safety program, if needed
- Meet with owners / clients as necessary to present Wohlsen's Safety Program upon request or as needed.

**Post-award (and before construction) phase****Primary Responsibilities**

- Begin pre-phase safety planning prior to initial construction activities.

- Order first aid and other required safety supplies for project start-up.

### **Support Functions**

- Lead analysis of high hazard/critical work and consider in subcontract award decision.
- Develop project safety program, including any special training/certifications.
- Develop and communicate safety goals with the owner / client and subcontractors as needed.
- Initiate and conduct Project Kick-Off Meeting which addresses project safety program, including required methods, staffing, and certifications/training. Attendees should include Project Manager, Superintendent and corporate administrative support personnel
- Assess and allocate resources for full implementation of safety program.
- Determine requirements of subcontractor safety programs and subcontract agreements, and communicate same to Contracts & Insurance Manager.
- Contact subcontractors prior their start of work, concerning site safety requirements.
- Ensure subcontractors provide certificates of insurance that meet contractual requirements prior to mobilization. This responsibility may be delegated to the project engineer or an administrative position.
- Provide project safety start-up materials to Superintendent. (i.e. Safety manual, hazard communication program and MSDS's, OSHA postings, etc)
- Develop job safety analysis with Project Manager / Field Operations Manager / Superintendent for initial construction activities to be used in conjunction with toolbox training sessions.

### **Construction phase**

#### **Primary Responsibilities**

- Ensure 100% implementation of safety program required for project.
- New workers on project are oriented to site specific safety program requirements and logistics.
- Continue pre-phase planning for new operations three weeks in advance of initiation.
- Conduct daily inspections of work site to identify unsafe conditions and behaviors. Initiate disciplinary action process.
- Conduct bi-monthly inspections of work site and forward safety inspection report to the Project Manager, Safety Manager, & Field Operations Manager.
- Conduct daily huddles, in which the daily activities' impact on site safety is discussed.
- Conduct weekly toolbox training.
- Timely begin investigation of all incidents of Wohlsen and other project contractor personnel & contact Safety Manager & Field Operations Manager.
- Lead and/or participate in a timely & proper investigation of each incident.
- In addition to required reports to be filed, immediately contact the Field Operations Manager, Safety Manager, VP Operations, and President to personally report any lost time accident that occurs to a worker on your job site.
- At a minimum, for 1) every OSHA citation and recordable, onsite vehicular, builders risk, or general liability incident involving Wohlsen employees, subs, and primes within Wohlsen's safety responsibility, and 2) every offsite vehicular incident involving injury or

a moving violation, the team or staff involved will present a report to an executive management team (schedule Thursday afternoons).

- Follow all return-to-work guidelines and directions provided by HR and/or Safety Manager.
- Conduct monthly site safety meeting with all job site contractors' employees.
- Conduct quarterly site safety walks with subcontractors' corporate safety person.
- Ensure the safety program is carried out through final punch list period.

### **Support Functions**

- Review safety requirements in pre-installation planning sessions & obtain acknowledgement by sub(s) they will present same to their people involved with the job.
- Provide project team with technical support, training, and regulatory guidance.

### **Post-construction phase**

#### **Primary Responsibilities**

- Ensure the safety program is carried out through closeout period.

#### **Support Functions**

- Ensure all project records are in order regarding all safety-related activities.
- Provide rating of subcontractor safety performance to home office personnel for future project consideration.
- Perform an independent audit of the project safety program (start to finish).

### **Relationships**

- Reports to the Director of Field Operations.
- Interacts with all field employees, architect, owner, subcontractors and other staff as necessary.

### **MINIMUM SKILLS AND QUALIFICATIONS**

- B.S. degree in Construction Technology, Engineering or other related discipline or equivalent experience.
- 10 years field construction experience, plus 10 years in a supervisory capacity.
- Survey Knowledge.
- Supervisory experience on projects from \$10 to \$ 50 million.
- Demonstrates good communications skills.

### **PHYSICAL DEMANDS/CONDITIONS REQUIREMENTS**

- Ability to work additional hours as necessary to maintain project schedules.
- Ability to travel as necessary.
- Physical ability to review progress at construction sites in all phases of construction.
- Physical ability to make presentations and participate in meetings both on the construction site and in an office setting.

**I have read & fully understand my job responsibilities outlined in this job description.**

Superintendent III



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**Print Name**

**Signature**

**Date** \_\_\_\_\_

